

Brian Sandoval
Governor



James R. Wells, CPA
Interim Director

Daphne DeLeon
Division Administrator

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY AND ARCHIVES
100 N. Stewart Street
Carson City, Nevada 89701
(775) 684-3411 * Fax (775) 684-3426 * TDD (775) 687-8338**

STATE RECORDS COMMITTEE AGENDA

1. Call to Order, Welcome, Introductions - Chairwoman

2. Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairwoman.

**FOR POSSIBLE
ACTION**

3. Review, correct, if necessary, and approve the minutes of the January 14, 2015 and March 11, 2015 meetings.

Recommended Action

**FOR POSSIBLE
ACTION**

4. Tourism and Cultural Affairs, Nevada Arts Council

A. 2002070: Arts in Public Places Grant Records	Delete - Obsolete
B. 2003075: Folklife Database	Delete – Non Record
C. 2003067: Information Services Records	Delete – Non Record
D. 2003068: Nevada Humanities Committee Files	Delete - Obsolete
E. 2003069: SOS! Grants Program Files	Delete - Obsolete
F. 2015009: Program Files	New
G. 2003061: Artists' Services Program Files	Delete - see 2015009
H. 2003062: Arts in Education (AIE) Program Files	Delete - see 2015009
I. 2003063: Community Arts Development Files	Delete - see 2015009
J. 2003064: Folklife Program Files	Delete - see 2015009
K. 2003065: Governor's Arts Awards Program Files	Delete - see 2015009

**FOR POSSIBLE
ACTION**

5. Governor's Office on Economic Development

A. 2015010: Emerging Small Business Certification Applications	New
--	-----

**FOR POSSIBLE
ACTION**

6. Department of Agriculture, Animal Industry

A. 2015011: Livestock Assessment/Head Tax Program	New
---	-----

**FOR POSSIBLE
ACTION**

7. General Records Retention and Disposition Schedule

A. 2015003: Calendars	New
B. 2015013: Public Records Requests	New
C. 2014189: Public Records Requests Log	Delete – See 2015013
D. 2009048: Public Records Requests – Denied	Delete – See 2015013
E. 2009047: Public Records Requests – Granted	Delete – See 2015013
F. 2015012: Alcohol and Drug Testing Records – Negative Results	New

8. Department of Administration: Archives and Records

A. 1992429: Unscheduled Official State Records	Delete - Obsolete
B. 1992432: Non-State Government Records	Delete - Obsolete

**FOR POSSIBLE
ACTION**

9. Department of Transportation Update – Kimbra Andrews

10. Legislative Updates – Daphne DeLeon

11. Discuss future agenda items – Sara Martel

**Department of Education; Department of
Corrections; Department of Health and Human
Services: Marijuana Health Registry; Peace Officers'
Standards and Training (POST); General Schedule:
Law Enforcement: Portable Recordings; Army
National Guard; Office of the Controller**

**12. Confirm time of next meeting - Chairwoman
Next meeting scheduled for July 8, 2015 at 1:15 pm.**

**13. Public Comment
Comment may be limited to 5 minutes at the
discretion of the Chairman.**

14. Adjourn - Chairwoman

3: REVIEW AND APPROVE THE MINUTES FOR JANUARY 14, 2015 AND MARCH 11, 2105

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for January 14, 2015*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:16pm at the Nevada State Library and Archives Building, Board Room, 100 N Stewart St, Carson City, NV 89701.

Committee Members:

Scott Anderson, Committee Chairman, for Barbara K. Cegavske, Secretary of State - Present
Vacant, Governors Appointee

Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Excused

Jeff Kintop, for Daphne DeLeon, Administrator, Nevada State Library and Archives – Present

Maud Naroll, For Julia Teska, Director of the Department of Administration – Present

Jim Earl, for Dave Gustafson, Administrator, Enterprise Information Technology Services – Present

Staff:

Jeff Kintop, Assistant Administrator for Archives and Records, NSLA – Present for Daphne DeLeon

Teri Mark, State Records Manager, NSLA – Present

Cynthia Laframboise, State Archives Manager, NSLA – Present

Sara Martel, Senior Records Analyst, NSLA – Present

Gerald Lindsay, Senior Records Analyst, NSLA – Present

Michelle Byrne, Administrative Assistant, NSLA – Present

Guests Present:

Nicholas Wilhelm, Department of Taxation

Kimbra Andrews, Department of Transportation

Jeff Landerfelt, Secretary of State

Shelly Blotter, Department of Human Resource Management

Michelle Garton, Department of Human Resource Management

2: PUBLIC COMMENT

Comment may be limited to 5 minutes at the discretion of the Chairman.

- There was no public comment.

3: REVIEW AND APPROVE THE MINUTES FOR OCTOBER 8, 2014

- The minutes for the October 8, 2014 meeting were approved with the following amendments: In Item one, the word *minutes* was missing. On page two, the RDA number 20060596 was incorrect; it should have been listed as 2006059. The last item to be amended was that *Gaming Control Board* should be spelled out, not written as *GCB* as listed under future agenda items. The motion was made by Maud Naroll, second by Jim Earl, and it was a unanimous vote.

4: FOR POSSIBLE ACTION

Division of Health and Human Services, Aging and Disability Services

A.	2006212	Patient Medical Records (Adult)	Modify
B.	2015001	Patient Medical Records (Youth)	New

Recommended Modifications:

A: Title: Patient Medical Records (**Adult**)

RDA: 2006212

NSLA staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by NSLA is supported by the DHHS Records Officer.

Justification for modifying RDA 2006212:

The current retention has two events and two retention periods. Separating the adult and youth schedules will provide for more accurate retention of the records.

B: Title: Patient Medical Records (**Youth**)

RDA: 2015001

NSLA staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by NSLA is supported by the DHHS Records Officer.

Justification for new RDA 2015001:

To ensure accurate retention of the records, youth records were separated from adult records.

Discussion and Votes:

- This item was taken third. This item was approved with the amendment of *the date of last services* added into the Authorized Retention of RDA 2006212, replacing *the date of receipt or production of the record*. The motion was made by Maud Naroll and was second by Jeff Kintop. The vote was unanimous.

5: FOR POSSIBLE ACTION

Department of Taxation, Audit Division

A.	2014217	Tax Administrative Records	No Action
B.	2015002	Business Registration/Permit Files	New

Recommended New RDA:

B: Title: Business Registration/Permit Files

RDA: 2015002

Recommended Disposition:

Destroy Securely.

NSLA staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by NSLA is supported by the TAX Records Officer.

Justification for new RDA 2015002:

These records contain administrative, legal and fiscal value.

Legal value is due to the rights and obligations of the businesses and the Dept. of Taxation – State Tax Commission (see NRS 372.397, 374.402 and 360.4193). The eight year period of time is based upon the legal rights and obligations businesses have. They have five (5) years to comply with the deferred tax plan (see NRS 372.397, 374.402 and 360.4193) and Taxation has an additional three (3) years to assess any other tax after that initial five year period (see NRS 360.4193).

These records contain confidential information protected by NRS 360.255 as well as NRS 239B.030.

10/08/2014: The Committee requested that the retention statement be revised to make the retention subject to accounts that were closed.

12/3/2014: Per Nicholas Wilhelm, the information described in 2014217 is a database. RDA 2015002 pertains to the application information while RDA 2012023 (provided below for reference) pertains to Tax Returns.

The following RDA is provided for reference only:

RDA 2012023 Tax Returns

These records document the actual tax returns of sales and use tax, consumer tax and modified business tax reported to the Department (See NRS chapter 372 and NAC chapter 372 and for business tax NRS chapters 363A and 363B, and NAC chapters 363A and 363B). The files may include but are not limited to: Sales and Use Tax returns; Consumer Use Tax returns; Modified Business Tax returns; delinquent returns including amnesty files; related correspondence.

Authorized Retention:

Retain these records for a period of fourteen (14) calendar years from the end of the tax reporting year to which they pertain.

Recommended Disposition:
Destroy Securely

Discussion and Votes:

- This item was taken first. No action was needed on 2014217. This RDA was brought back from the October 2014 meeting, where it was tabled. These records are actually part of a data base, and therefore will not need a retention schedule. This item was presented as a new RDA and was never approved. RDA 2015002 was presented and there was no discussion. This item was approved as presented, with a motion made by Maud Naroll and a second by Jeff Kintop. The vote was unanimous.

6: FOR POSSIBLE ACTION

Human Resource Management, Employee Management Services

A.	2004039	Appeals and Audio Recordings	Amend
B.	2004037	Appeals Files (Disciplinary Actions)	Amend

Recommended Modifications:

A: Title: Appeals and Audio Recordings

RDA: 2004039

NSLA staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by NSLA is supported by the DHRM Records Officer.

Justification for modifying RDA 2004039:

Human Resource Management has contracted with the Hearings and Appeals Division to conduct the majority of their hearings. Custody of the records will transfer to the Hearings and Appeals Division. Human Resource Management currently has an active contract to conduct a portion of the hearings with a vendor other than the Hearings and Appeals Division. As such, not all the records will transfer until the contract expires in approximately 1 ½ years. Human Resource Management has requested the retention of this record mirror the retention and disposition of the Hearings and Appeals Division.

B: Title: Appeals Files (Disciplinary Actions)

RDA: 2004037

NSLA staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by NSLA is supported by the DHRM Records Officer.

Justification for modifying RDA 2004037:

Human Resource Management has contracted with the Hearings and Appeals Division to conduct the majority of their hearings. Custody of the records will transfer to the Hearings and Appeals Division. Human Resource Management currently has an active contract to conduct a portion of the hearings with a vendor other than the Hearings and Appeals Division. As such, not all the records will transfer until the contract expires in approximately 1 ½ years. Human Resource Management has requested the retention of this record mirror the retention and disposition of the Hearings and Appeals Division. CFR 1602.31 authorizes 2 years.

Discussion and Votes:

- This item was taken second. The committee would like the word *and* removed from the title of RDA 2004039. The item was approved as amended. The motion was made by Maud Naroll and the second was made by Jeff Kintop. The vote was unanimous.

7: FOR POSSIBLE ACTION

General Records Retention and Disposition Schedule

A. 2015003 Calendars

New

Recommended New RDA:

A: Title: Calendars

RDA: 2015003

NSLA staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal by NSLA is supported by the Archives Manager.

Justification for new RDA 2015003:

These records contain administrative value.

Discussion and Votes:

- This item was taken fourth. This item was tabled and will be brought back. Staff will research other states retention schedules, as well as other agencies in Nevada, and the justifications of the states without this retention schedule.

8: NAC Updates:

[R118-12](#); [R107-13](#)

- Both items have been approved.

9: BDR Update:

33-318

- There is a BDR to change the name of Nevada State Library and Archives to Nevada State Library, Archives and Public Records.

10: Nevada Department of Transportation Update

- Kimbra Andrews introduced herself as the new Records Manager for NDOT. She made the recommendation to have the Committee members names added to the agenda.

11: FOR POSSIBLE ACTION

- **Discuss future agenda items:** Department of Education; Attorney General's Office: Nevada Council for the Prevention of Domestic Violence; Department of Corrections; Department of Health and Human Services: Marijuana Health Registry; Department of Transportation; Calendars.

12: Informational Items

- Board room is reserved for all of 2015

13: PUBLIC COMMENT

Comment may be limited to 5 minutes at the discretion of the Chairman.

- Chairman Scott Anderson announced he was promoted to Chief Deputy and that Jeff Landerfelt would be replacing him as Chairman.

14: FOR POSSIBLE ACTION

Confirm time of next meeting.

- Next meeting scheduled for March 11, 2015 at 1:15pm

15: Adjourn

- The meeting was adjourned at 2:33 pm, with the motion made by Maud Naroll. The vote was unanimous.

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for March 11, 2015*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:21pm at the Nevada State Library and Archives Building, Board Room, 100 N Stewart St, Carson City, NV 89701.

-

Committee Members:

Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Present

Daphne DeLeon, Administrator, Nevada State Library and Archives – Present

Maud Naroll, For Jim Wells, Interim Director of the Department of Administration – Excused

Jim Earl, for Dave Gustafson, Administrator, Enterprise Information Technology Services – Excused

Staff:

Jeff Kintop, Assistant Administrator for Archives and Records, NSLA – Present

Teri Mark, State Records Manager, NSLA – Present

Cynthia Laframboise, State Archives Manager, NSLA – Excused

Sara Martel, Senior Records Analyst, NSLA – Present

Gerald Lindsay, Senior Records Analyst, NSLA – Excused

Michelle Byrne, Administrative Assistant, NSLA – Present

Guests Present:

Jeff Landerfelt – Secretary of State

Scott Anderson – Secretary of State

2: PUBLIC COMMENT

Comment may be limited to 5 minutes at the discretion of the Chairman.

- There was no public comment.

3: REVIEW AND APPROVE THE MINUTES FOR JANUARY 14, 2015

- The committee asked for the minutes for the January 14, 2015 meeting to be held without approval until the next meeting.

4: FOR POSSIBLE ACTION

Human Resource Management, Hearings and Appeals Division

A. 1989100 Recordings of Hearings Amend

Recommended Modifications:

Title: Recordings of Hearings

RDA: 1989100

NSLA staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by NSLA is supported by the Hearings and Appeals Records Officer.

Discussion and Vote:

This item was approved as presented without further discussion. The motion was made by Sarah Bradley, and was second by Daphne DeLeon. The vote was unanimous.

5: FOR POSSIBLE ACTION

Department of Transportation

A.	TRDA 2014016	Audit – Final Report (Fiscal)	Amend
B.	TRDA 2014017	Audit – Work Management and Resource Files (Fiscal)	Amend
C.	TRDA 2015004	Qualification for Bidding (Administrative)	New

Recommended Modifications:

Title: Audit – Final Report (Fiscal)

TRDA: 2014016

NDOT staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by supported by the NDOT Records Officer.

Recommended Modifications:

Title: Work Management and Resource Files (Fiscal)

NDOT staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal is supported by the NDOT Records Officer.

TRDA: 2014017

Recommended New RDA:

Title: *Qualification for Bidding (Administrative)*

TRDA: 2015004

NDOT staff recommendation:

The retention period meets the agency's administrative and legal needs.

Agency review:

The appraisal by NSLA is supported by the NDOT Records Officer.

Discussion and Vote:

This item was approved with the amendments that the *NSLA Staff Recommendation* be removed because NDOT creates their own schedules. Also, under Agency Review, it should say *NDOT staff* and not *NSLA staff*. The motion was made by Sarah Bradley, and Daphne DeLeon made the second. The vote was unanimous.

6: FOR POSSIBLE ACTION**Health and Human Services, Public Health and Clinical Services**

A.	1990423	Community Health Nursing: Medical Records (Adult)	Amend
B.	2015005	Community Health Nursing: Medical Records (Youth)	New
C.	2006005	Program Medical Files (Adult)	Amend
D.	2015006	Program Medical Files (Youth)	New

Recommended Modifications:

Title: Community Health Nursing: Medical Records (*Adult*)

RDA: 1990423

NSLA staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal by NSLA is supported by the Public Health and Clinical Services Records Officer.

Recommended Modifications:

Title: Community Health Nursing: Medical Records (*Youth*)

RDA: 2015005

Recommended Modifications:

Title: Program Medical Files (*Adult*)

RDA: 2006005

Recommended Modifications:

Title: Community Health Nursing: Medical Records (*Youth*)

RDA: 2015006

Discussion and Vote:

This item was approved as presented. There was no further discussion. The motion was made by Sarah Bradley, and Kathryn Etcheverria made the second. The vote was unanimous.

7: FOR POSSIBLE ACTION

General Records Retention and Disposition Schedule

A. 2015003 Calendars

New

Recommended New RDA:

Title: Calendars

RDA: 2015003

NSLA staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal by NSLA is supported by the Archives Manager.

This item was tabled at the January 14, 2015 meeting. As per Committee direction, staff researched calendar retention in other states. See Attachment A “Calendar Retention Comparison”.

Discussion and Vote:

This item was tabled and will be brought back at the next meeting. The committee staff would like some of the language clarified in the description regarding what positions are affected.

8: NAC Updates

[R118-12](#); [R107-13](#)

- Both items were approved.

9: BDR and Bill Updates

33-318; AB135

- AB-33 (BDR 33-318) has been passed.
- AB135 had the term *willfully and knowingly* added under the Penalties and Prohibition section.

10: Nevada Department of Transportation Update

- There was no update at this time.

11: FOR POSSIBLE ACTION

Discuss future agenda items: Department of Education; Department of Corrections; Department of Health and Human Services: Marijuana Health Registry; Peace Officers' Standards and Training (POST); General Schedule: Law Enforcement: Portable Recordings; Army National Guard; Office of the Controller

12: Information Items

- NSLA will create and distribute a notice to agencies informing them of their responsibility to designate a Records Officer.

13: PUBLIC COMMENT

Comment may be limited to 5 minutes at the discretion of the Chairman.

- There was no public comment.

14: FOR POSSIBLE ACTION

Confirm time of next meeting.

Next meeting scheduled for May 13, 2015 at 1:15pm

15: Adjourn

- The meeting was adjourned at 3:04 with the motion made by Sarah Bradley.

4: FOR POSSIBLE ACTION

Tourism and Cultural Affairs, Nevada Arts Council

A.	2002070	Arts in Public Places Grant Records	Delete - Obsolete
B.	2003075	Folklife Database	Delete – Non Record
C.	2003067	Information Services Records	Delete – Non Record
D.	2003068	Nevada Humanities Committee Files	Delete - Obsolete
E.	2003069	SOS! Grants Program Files	Delete - Obsolete
F.	2015009	Program Files	New
G.	2003061	Artists' Program Files	Delete - see 2015009
H.	2003062	Arts in Education (AIE) Program Files	Delete - see 2015009
I.	2003063	Community Arts Development Program Files	Delete - see 2015009
J.	2003064	Folklife Program Files	Delete - see 2015009
K.	2003065	Governor's Arts Program Files	Delete - see 2015009

A. Recommended Deletion:

Title: ~~Arts in Public Places Grant Records~~

RDA: 2002070

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the project that produced artwork for the new Supreme Court and State Library and Archives Buildings that were constructed between 1987 and 1992. The grants were funded by a state appropriation (AB 423 of 1987), a grant from the Southwest Gas Corporation and private donations. The file includes: minutes of the Arts in Public Places Committee (App.), proposals from artists, artist's vitae (resumes, letters of endorsements, etc.), project reports, budgets, contractor's estimates, plans, photos, renderings, news media articles, correspondence and similar documents.]~~

Authorized Retention:

~~[Transfer these records to the State Archives.]~~

Recommended Disposition:

~~[Permanent: Transfer to State Archives]~~

NSLA staff recommendation:

Delete this RDA

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2002070:

This record series was created in 2002 to allow for the lawful transfer of the records to State Archives. The project has not been used since 1992. All associated records have been transferred to the State Archives. As such, the series is no longer required and should be deleted.

B. Recommended Deletion:

Title: ~~Folklife Database~~

RDA: 2003075

Description:

Last Reviewed on: 5/21/2003

~~[This record series is an electronic tool used to access and describe some of the records found in the archives of the folk Life Program of the Nevada Arts Council (NAC). The database is used to sort records by subjects (such as "Ranch Architecture" or "Cowboy Poetry"), ethnicity, geographic region (etc.), access scanned images of slides and photos and provide a detailed description of the record including unique metadata on original format, format of available duplicates, format notes, notes on the documentation of the record and cross references to published literature.]~~

Authorized Retention:

~~[Maintain data in a secure and protected manner, providing for the eventual migration to newer hardware and software. A security backup must be produced and stored off site on a regular basis (see NRS 239.051 and NAC 239.698).]~~

Recommended Disposition:

~~[Permanent: Transfer to State Archives]~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003075:

This schedule is for an index database. As a non-record, this RDA should be deleted from the schedule.

C. Recommended Deletion:

Title: ~~Information Services Records~~

RDA: ~~2003067~~

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the newsletters produced and distributed by the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA) Grant and state appropriations. These include the arts letter "Nevada Arts News", and "NEON, Artcetera: from the NAC. The files may contain: memos, notes, drafts, copies of newsletters, invoices, copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets etc), related correspondence and similar documents.]~~

Authorized Retention:

~~[Transfer these records to the State Archives.]~~

Recommended Disposition:

~~[Permanent: Transfer to State Archives]~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003067:

The newsletters described in the record series are considered publications and are therefore non-records, as are the copies of documents. The remaining items such as "other accounting documents" and "related correspondence" are covered under the General Schedule.

D. Recommended Deletion:

Title: ~~Nevada Humanities Committee Files~~

RDA: ~~2003068~~

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the supporting grants to the Nevada Humanities Committee (NHC). This is funded through a National Endowment for the Arts Grant and state appropriations. The files are used to help the programs for the NHC including travel and operating costs as well as sub-grants the NHC gives as part of its' programs. The files may contain: copies of NHC records (minutes, correspondence, etc.) budgets, accounting forms, program reports, related correspondence and similar documents. This program has been discontinued, and this authorization will allow lawful destruction of old records.]~~

Authorized Retention:

~~[Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.]~~

Recommended Disposition:

~~[Permanent: Transfer to State Archives]~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003068:

The Nevada Humanities Committee is no longer a function of the Nevada Arts Council or of the State. As stated in the description, the program was discontinued. Since the authorized retention period will have allowed all records to be lawfully transferred, this series should be deleted.

E. Recommended Deletion:

Title: ~~SOS! Grants Program Files~~

RDA: 2003069

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the SOS! Program (Save Outdoor Sculpture!) that the NAC participated in between 1992 and 1997. The program was a joint effort by the National Institute for the Conservation of Cultural Property (NIC) and the National Museum of American Art, Smithsonian Institution. Money was given by the Pew Charitable Trusts, the Getty Foundation and the Henry Luce foundation. The state received funding through the NIC and granted money in three categories: "Achievement Prizes", "Assessment Awards", and "Workshop Awards". The files contain: grant application, project plan and justification (narrative), budgets, financial reports, SOS! Summary Budget forms, timetables, "Intent to Respond" forms, Request for Proposal (SOS!), survey questionnaires, Surveyor Sheets, project reports, copies of news media articles, accounting documents, related correspondence and similar records.]~~

Authorized Retention:

~~[Transfer the records to the State Archives upon approval by the State Records Committee (NRS 239.080) (Note: approved 5/21/2003)]~~

Recommended Disposition:

~~[Permanent: Transfer to State Archives]~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003069:

This record series was created in 2003 to allow for the lawful transfer of the records to State Archives. All related records were transferred in 2003. As such, the series is no longer required and should be deleted.

F. Recommended New RDA:

Title: *Program Files*

RDA: 2015009

Description:

Last Reviewed on: 5/13/2015

These records document all programs administered by the Nevada Arts Council which receive funding from multiple funding sources. The programs provide resources, technical services, local salary assistance, outreach, professional development, workshops and education. The files may contain but not limited to: applications, worksheets forms, proposals, evaluations, and related correspondence.

Authorized Retention:

Retain these records for three (3) federal fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

This new RDA meets the agency's administrative and fiscal needs.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Recommended New RDA 2015009:

The current agency specific schedule has five (5) retention schedules which cover similar record types and have the same authorized retention. This new RDA is being created to simplify the retention and disposition of the records. The retention is being changed to federal fiscal to accommodate the longest retention required for fiscal reporting.

G. Recommended Deletion:

Title: ~~Artists' Services Program Files~~

RDA: 2003064

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the Artists' Services Program of the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA) Basic State Grant with state matching funds. The files are used to administer the program to provide resources for individual artists including Artists' Fellowships (six awards annually), Tumble words (community residencies by Nevada and regional writers), LXS (Legislative Exhibitions Space - exhibitions by visual artists during the legislative session), and other similar programs as well as associated workshops and panel committee files. The files may contain: applications, "Terms and Conditions Governing Grants from the Nevada Arts Council," "Cash Request Form," copies of Journal vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), copies of news media articles, Facilitator Grant Application (LXS), LXS evaluations, panelists resumes, Panel Worksheet Forms, award letters, workshop announcements, workshop sign-in sheets, workshop questionnaires, related correspondence and similar documents.]~~

Authorized Retention:

~~[Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.]~~

Recommended Disposition:

~~[Destroy Securely.]~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003061:

A review of the Nevada Arts Council agency specific retention schedule discovered multiple schedules which cover similar record types. This RDA is being deleted and merged to RDA 2015009.

H. Recommended Deletion:

Title: ~~Art in Education (AIE) Program Files~~

RDA: ~~2003062~~

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the Arts in Education (AIE) program of the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA), Arts in Education Grant and state appropriations. The files are used to administer various programs including: "Artists in Residence" AIR] [which places professional artists in schools, institutions and communities], "Special Project Grants: (SPG) [for schools and other organizations], "Professional Development Grants" [for individual teachers including Arts-in-Service programs]. And many other projects as well as associated workshops and AIE Committee files [a Committee organized by the NAC to evaluate proposals and aid in awarding grants. The files are grouped into three basic types and may contain: (1) Awardee files; applications, "Terms and Conditions Governing Grants from the Nevada Arts Council", "Cash Request Form"; copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), copies of news media articles, evaluations (from individual artists, schools & panelist [AIE Committee]0, (2) Panelist files; panelists resumes, Panel Worksheet Forms, award letters, workshop announcements, workshop sign-in sheets, workshop questionnaires, (3) AIR Roster files [the roster is a list of artists that are used for the Artists in Residence Program]; applications, resumes, references, list of slides, and panelist score sheets. All these files may include related correspondence and similar documents.]~~

Authorized Retention:

~~[Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.]~~

Recommended Disposition:

~~[Destroy Securely.]~~

NSLA staff recommendation:

Delete this RDA and merge to new RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003062:

A review of the Nevada Arts Council agency specific retention schedule discovered multiple schedules which cover similar record types. This RDA is being deleted and merged to RDA 2015009.

I. Recommended Deletion:

Title: ~~Community Arts Development Program Files~~

RDA: 2003063

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the Community Arts Development program of the Nevada Arts Council (NAC). This main program is funded through a national Endowment for the Arts (NEA) State Basic Grant and state appropriations. The files are used to administer the programs for local salary assistance, technical assistance, professional development, organizational support grants and similar programs. The files may contain: applications, "Terms and Conditions Governing Grants from the Nevada Arts Council", "Cash Request Form", copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), "Final Evaluation Report", narrative reports, project overview, timelines, attendance documents, surveys, news media articles, related correspondence and similar documents.]~~

Authorized Retention:

~~[Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.]~~

Recommended Disposition:

~~[Destroy Securely.]~~

NSLA staff recommendation:

Delete this RDA and merge to new RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003063:

A review of the Nevada Arts Council agency specific retention schedule discovered multiple schedules which cover similar record types. This RDA is being deleted and merged to RDA 2015009.

J. Recommended Deletion:

Title: ~~Folklife Program Files~~

RDA: 2003064

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the Folk Arts program of the Nevada Arts Council (NAC). This main program is funded through a National Endowment for the Arts (NEA) Grant and state appropriations. The files are used to administer the program which funds master traditional artists to pass on their skills and knowledge to talented apprentices in cultural, ethnic and occupations skills, which includes the Apprenticeship Program, Education Initiative Program, Technical Assistance Program, Field Survey Program [of arts and cultural recourses] and other areas. The files may contain: Nevada Folk Arts Apprenticeship Application forms, "Terms and Conditions Governing Grants from the Nevada Arts Council", "Cash Request Form", copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as accounting spreadsheets, etc.), related correspondence and similar documents.]~~

Authorized Retention:

~~[Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.]~~

Recommended Disposition:

~~[Destroy Securely.]~~

NSLA staff recommendation:

Delete this RDA and merge to new RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003064:

A review of the Nevada Arts Council agency specific retention schedule discovered multiple schedules which cover similar record types. This RDA is being deleted and merged to RDA 2015009.

K. Recommended Deletion:

Title: ~~Governor's Arts Awards Program Files~~

RDA: ~~2003065~~

Description:

Last Reviewed on: 5/21/2003

~~[This record series documents the Governor's Arts Awards program of the Nevada Arts Council (NAC). This program is funded through a National Endowment for the Arts (NEA) Grant, state appropriations and private donations. The files are used to administer the program which; (#1) gives grants to individual artists to create artwork and; (#2) to select five recipients for the award. These are awarded by the Governor's Art Awards Committee. The files may contain: Applications forms, artists proposals, artists vitae, Committee members score sheets, "minutes" of the Committee (a report of action), "Terms and Conditions Governing Grants from the Nevada Arts Council", "Cash Request Form", copies of Journal Vouchers & Vouchers Payable, other accounting documents (such as spreadsheets, etc.), related correspondence and similar documents.]~~

Authorized Retention:

~~[Retain these records for three (3) fiscal years from the end of the fiscal year in which the annual or final expenditure report was submitted.]~~

Recommended Disposition:

~~[Destroy Securely.]~~

NSLA staff recommendation:

Delete this RDA and merge to new RDA.

Agency review:

The appraisal by NSLA is supported by the Nevada Arts Council Records Officer.

Justification for deletion of RDA 2003065:

A review of the Nevada Arts Council agency specific retention schedule discovered multiple schedules which cover similar record types. This RDA is being deleted and merged to RDA 2015009.

5: FOR POSSIBLE ACTION

Governor's Office on Economic Development

A. 2015010 Emerging Small Business Certification New
Applications

A. Recommended New RDA:

Title: *Emerging Small Business Certification Applications*

RDA: 2015010

Description:

This series is used to manage the Emerging Small Business (ESB) program which assists small businesses in obtaining work with state and local government agencies (NRS 231.1405 and NRS 333.177). The record may include but is not limited to: application for certification, re-certification affidavits, and related correspondence.

Authorized Retention:

Retain for one (1) calendar year from expiration or denial.

Recommended Disposition:

Destroy

NSLA staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal by NSLA is supported by the Governor's Office on Economic Development's Records Officer.

Justification for new RDA 2015010

These records contain administrative value. The businesses are certified for two years. After receiving a re-certification affidavit, the businesses can apply to be re-certified. Businesses can be certified indefinitely as long as they continue to apply and be re-certified through this program. Keeping the applications for one year after expiration or denial allows the investigator to review previous applications during the re-certification process. This record series does not contain any confidential information.

6: FOR POSSIBLE ACTION

Department of Agriculture: Animal Industry

A.	2015011	Livestock Assessment/Head Tax Program	New
----	---------	---------------------------------------	-----

A. Recommended New RDA:

Title: *Livestock Assessment/Head Tax Program*

RDA: *2015011*

Description:

This series is used to assess the average annual inventory of livestock, to include stock cattle; dairy cattle; horses, mules and asses; hogs and pigs; goats; sheep and weaned lambs, for taxation purposes (NRS 575.080 – 575.230). The record may include but is not limited to: assessment form, and related correspondence.

Authorized Retention:

Retain for six (6) years from the end of the fiscal year in which the assessment was submitted.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets fiscal and legal needs.

Agency review:

The appraisal by NSLA is supported by the Department of Agriculture's Animal Industry's Records Officer.

Justification for new RDA 2015011:

These records contain fiscal and legal value. Each year, livestock owners are required to submit a "Declaration of Bill of Livestock Assessment". Per NRS 575.205, "...the Department may assess the tax at any time within 5 years after the date on which the tax became due". Per the Department's Legal Council, these documents are tax returns and therefore considered confidential.

7: FOR POSSIBLE ACTION

General Records Retention and Disposition Schedule

A.	2015003	Calendars	New
B.	2015013	Public Records Requests	New
C.	2014189	Public Records Request Log	Delete – see 2015013
D.	2009048	Public Records Requests – Denied	Delete – see 2015013
E.	2009047	Public Records Requests – Granted	Delete – see 2015013
F.	2015012	Alcohol and Drug Testing Records – Negative Results	New

Recommended New RDA:

A. Title: *Calendars*

RDA: *2015003*

Description:

Calendars documenting official business of elected officials, board or commission members, directors, department heads, and division heads. Records may include but are not limited to: calendars, appointment books, and schedules. [See also: Governor’s Agency Specific Schedule, RDA 2011046 “Appointment/Scheduling Calendars(s)”]

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year to which the record pertains.

Recommended Disposition:

Destroy

NSLA staff recommendation:

The retention period meets administrative needs.

This item was tabled at the January 14, 2015 meeting. As per Committee direction, staff researched calendar retention in other states. “Calendar Retention Comparison” was provided.

This item was tabled at the March 11, 2015 meeting. Per Committee direction, staff should provide a clearer definition of “appointed/key staff”.

Justification for new RDA 2015003:

These records contain administrative value.

B. Recommended New RDA:

Title: *Public Records Requests*

RDA: *2015013*

Description:

Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters; legal citations for redaction or denial; orders to grant or deny request; and related correspondence. Excludes copies of the records which are the subject of the public records request.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year to which the records pertain.

Recommended Disposition:

Destroy

NSLA staff recommendation:

Delete this RDA.

Justification for new RDA 2015013:

The RDAs 2014189, 2009047, and 2009048 are being deleted and combined into RDA 2015013 to simplify retention. A three (3) calendar year retention will allow agencies to provide statistics for legislative use.

C. Recommended Deletion:

Title: ~~Public Records Requests Log~~

RDA: 2014189

Description:

Last Reviewed on: 5/14/2014

~~This log documents and tracks requests for public records. The information may include, but is not limited to: requestor contact information; request details including identification of records requested, provided and denied; date of request; date of response; date request is completed; date of denial.~~

~~Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.~~

~~Disposition: Destroy Securely~~

NSLA staff recommendation:

Delete this RDA

Justification for deletion of RDA 2014189:

RDA 2014189 is being deleted and combined into RDA 2015013 to simplify retention.

D. Recommended Deletion:

Title: ~~Public Records Requests – Denied~~

RDA: 2009048

Description:

~~Last Reviewed on: 5/14/2014~~

~~Description: These records document the requests for public records that were denied (in whole or in part). The file may contain but is not limited to: request documentation with related correspondence; denial documentation.~~

~~Retention: Retain these records for a period of three (3) calendar years from the date of denial.~~

~~Disposition: Destroy Securely~~

NSLA staff recommendation:

Delete this RDA.

Justification for deletion of RDA 2009048:

The RDA 2009048 is being deleted and combined into RDA 2015013 to simplify retention. A three year retention will allow agencies to provide statistics for legislative use.

E. Recommended Deletion:

Title: ~~Public Records Requests – Granted~~

RDA: 2009047

Description:

~~Last Reviewed on: 9/10/2014~~

~~Description: This file documents requests for public records fulfilled by the agency. The file may contain, but is not limited to: Request form, acknowledgment letter, response letter. Note: Related invoices and accounting documentation are retained in accordance with the General Records Retention and Disposition Schedule; see RDA 2007-016 "Accounting Files—Agency Copy."~~

~~Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which it pertains.~~

~~Disposition: Destroy Securely~~

NSLA staff recommendation:

Delete this RDA.

Justification for deletion of RDA 2009047:

The RDAs 2009047 is being deleted and combined into RDA 2015013 to simplify retention.

F. Recommended New RDA:

Title: *Alcohol and Drug Testing Records – Negative Results*

RDA: *2015012*

Description:

These records are used to document pre-employment, investigative, and periodic alcohol and/or controlled substances testing (See NRS 284.406 and 284.407). The record may include, but is not limited to: all applicable forms and related laboratory results. This record series must be maintained separately from other personnel files as required by NRS 284.4068 (2).

Authorized Retention:

Retain for one (1) year from the date the screening was completed.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative and legal needs.

Justification for new RDA 2015012:

Per Code of Federal Regulations (CFR) 40.333 (4) “.....keep negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 for one year”

8: FOR POSSIBLE ACTION

Nevada State Library and Archives: Archives and Records

A.	1992429	Unscheduled Official State Records	Delete - Obsolete
B.	1992430	Non-State Government Records	Delete - Obsolete

A. Recommended Deletion:

Title: ~~Unscheduled Official State Records~~

RDA: ~~1992429~~

Description:

Last Reviewed on: 12/11/1997

~~This record series consists of accessions of records, as defined by NAC 239.705, accepted into the State Archives. The records were deposited by state officers in accordance with NRS 239.090, which allows the transfer of records to the State Archives without a valid records retention schedule. The material may include nonrecords as defined by NAC 239.705 (2) as well.~~

Authorized Retention: ~~Retain until appraised by an archivist.~~

Recommended Disposition: ~~Permanent: Transfer to State Archives.~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal by NSLA is supported by the State Archivist.

Justification for deletion of RDA 1992429:

This schedule was created to accept records into the State Records Center for appraisal. As this process is no longer used, and per NRS 239.090, Archives does not need an RDA to accept records, it is recommended that this RDA be deleted.

B. Recommended Deletion:

Title: ~~Non-State Government Records~~

RDA: ~~1992430~~

Description:

Last Reviewed on: 12/11/1997

~~This record series consists of records and non-records found within the collections of the State Archives. The records may have been deposited by local governments, legislators, judicial officers, private individuals and/or private businesses. They may contain maps, blue prints, books, photos, correspondence and memos, machine-readable material (including microfilm, audio and audio-video tapes, electronic records, etc), newsletters, artifacts and similar material.~~

Authorized Retention: ~~Retain until an appraisal can be made.~~

Recommended Disposition: ~~Destroy Securely.~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal by NSLA is supported by the State Archivist.

Justification for deletion of RDA 1992430:

Records received under this RDA have been appraised and lawfully destroyed. Records are no longer being accepted under this RDA.